

Raise a Concern Letter

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Dear [Redacted]

Information rights concern

I am concerned that you have not handled my personal information properly.

[Redacted]

I understand that before reporting my concern to the Jersey Office of the Information Commissioner (**JOIC**) I should first give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the JOIC, I will give them a copy of the response for consideration.

You can find guidance on your obligations under information rights legislation on the JOIC's website (www.jerseyoic.org) as well as information on their regulatory powers and the action they can take.

Please send a full response within 4 weeks. If you cannot respond within this timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the **drop down menu** as detailed above.

Yours faithfully / sincerely,

[Redacted]

[Redacted]